

SAO88 (Rev. 1/94) Subpoena in a Civil Case

**Issued by the
UNITED STATES DISTRICT COURT**

Southern DISTRICT OF Ohio

Patricia Kammeyer, et al.

SUBPOENA IN A CIVIL CASE

V.

City of Sharonville, et al.

Case Number:¹ 1:01-cv-649

TO: James Cramer
C/o Randolph H. Freking
525 Vine St, 6th Floor
Cincinnati, OH 45202

G YOU ARE COMMANDED to appear in the United States District court at the place, date, and time specified below to testify in the above case.

PLACE OF TESTIMONY	COURTROOM
Potter Stewart United States Courthouse, 100 East Fifth Street, Cincinnati, OH 45202	Judge Spiegel, Room 838
	DATE AND TIME Tues., Sept. 12, 2006 at 9:00 a.m.

G YOU ARE COMMANDED to appear at the place, date, and time specified below to testify at the taking of a deposition in the above case.

PLACE OF DEPOSITION	DATE AND TIME

G YOU ARE COMMANDED to produce and permit inspection and copying of the following documents or objects at the place, date, and time specified below (list documents or objects):

PLACE	DATE AND TIME

PREMISES	DATE AND TIME

Any organization not a party to this suit that is subpoenaed for the taking of a deposition shall designate one or more officers, directors, or managing agents, or other persons who consent to testify on its behalf, and may set forth, for each person designated, the matters on which the person will testify. Federal Rules of Civil Procedure, 30(b)(6).

ISSUING OFFICER'S SIGNATURE AND TITLE (INDICATE IF ATTORNEY FOR PLAINTIFF OR DEFENDANT)	DATE
<i>Paul M. Laufman</i> <i>Attala for Plaintiff</i>	<i>9/5/06</i>

ISSUING OFFICER'S NAME, ADDRESS AND PHONE NUMBER
Paul M. Laufman Gerhardstein & Branch

(See Rule 45, Federal Rules of Civil Procedure, Parts C & D on next page)

¹ If action is pending in district other than district of issuance, state district under case number.

PROOF OF SERVICE

SERVED	DATE	PLACE
<u>Kathy Nalley - Myers</u>	<u>9/6/06</u>	<u>Frekman & Betz 525 W. 4th St., 6th Floor Columbus, OH 43262</u>
SERVED ON (PRINT NAME)	MANNER OF SERVICE	
<u>Paul M. Hutchinson</u>	<u>personal service</u>	
SERVED BY (PRINT NAME)	TITLE	
<u>Paul M. Hutchinson</u>	<u>Attorney for Plaintiffs</u>	

DECLARATION OF SERVER

I declare under penalty of perjury under the laws of the United States of America that the foregoing information contained in the Proof of Service is true and correct.

Executed on

9/6/06

SIGNATURE OF SERVER

Kathy Nalley

ADDRESS OF SERVER

525 W. 4th St., 43262

Rule 45, Federal Rules of Civil Procedure, Parts C & D:

(c) PROTECTION OF PERSONS SUBJECT TO SUBPOENAS.

(1) A party or an attorney responsible for the issuance and service of a subpoena shall take reasonable steps to avoid imposing undue burden or expense on a person subject to that subpoena. The court on behalf of which the subpoena was issued shall enforce this duty and impose upon the party or attorney in breach of this duty an appropriate sanction which may include, but is not limited to, lost earnings and reasonable attorney's fee.

(2) (A) A person commanded to produce and permit inspection and copying of designated books, papers, documents or tangible things, or inspection of premises need not appear in person at the place of production or inspection unless commanded to appear for deposition, hearing or trial.

(B) Subject to paragraph (d) (2) of this rule, a person commanded to produce and permit inspection and copying may, within 14 days after service of subpoena or before the time specified for compliance if such time is less than 14 days after service, serve upon the party or attorney designated in the subpoena written objection to inspection or copying of any or all of the designated materials or of the premises. If objection is made, the party serving the subpoena shall not be entitled to inspect and copy materials or inspect the premises except pursuant to an order of the court by which the subpoena was issued. If objection has been made, the party serving the subpoena may, upon notice to the person commanded to produce, move at any time for an order to compel the production. Such an order to compel production shall protect any person who is not a party or an officer of a party from significant expense resulting from the inspection and copying commanded.

(3) (A) On timely motion, the court by which a subpoena was issued shall quash or modify the subpoena if it

(i) fails to allow reasonable time for compliance,
(ii) requires a person who is not a party or an officer of a party to travel to a place more than 100 miles from the place where that person resides, is employed or regularly transacts business in person, except that, subject to the provisions of clause (c) (3) (B) (iii) of this rule, such a person may in order to attend

trial be commanded to travel from any such place within the state in which the trial is held, or

(iii) requires disclosure of privileged or other protected matter and no exception or waiver applies, or
(iv) subjects a person to undue burden.

(B) If a subpoena

(i) requires disclosure of a trade secret or other confidential research, development, or commercial information, or
(ii) requires disclosure of an unretained expert's opinion or information not describing specific events or occurrences in dispute and resulting from the expert's study made not at the request of any party, or
(iii) requires a person who is not a party or an officer of a party to incur substantial expense to travel more than 100 miles to attend trial, the court may, to protect a person subject to or affected by the subpoena, quash or modify the subpoena, or, if the party in whose behalf the subpoena is issued shows a substantial need for the testimony or material that cannot be otherwise met without undue hardship and assures that the person to whom the subpoena is addressed will be reasonably compensated, the court may order appearance or production only upon specified conditions.

(d) DUTIES IN RESPONDING TO SUBPOENA.

(1) A person responding to a subpoena to produce documents shall produce them as they are kept in the usual course of business or shall organize and label them to correspond with the categories in the demand.

(2) When information subject to a subpoena is withheld on a claim that it is privileged or subject to protection as trial preparation materials, the claim shall be made expressly and shall be supported by a description of the nature of the documents, communications, or things not produced that is sufficient to enable the demanding party to contest the claim.

**Issued by the
UNITED STATES DISTRICT COURT**

Southern DISTRICT OF Ohio

Patricia Kammeyer, et al.

SUBPOENA IN A CIVIL CASE

V.

City of Sharonville, et al.

Case Number:¹ 1:01-cv-649

TO: Dale Dorning
C/o Ravert J. Clark
114 E. 8th Street, Suite 400
Cincinnati, OH 45202

G YOU ARE COMMANDED to appear in the United States District court at the place, date, and time specified below to testify in the above case.

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Potter Stewart United States Courthouse, 100 East Fifth Street, Cincinnati, OH 45202	Judge Spiegel, Room 838
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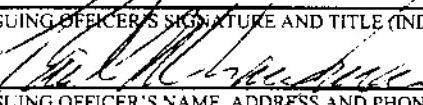
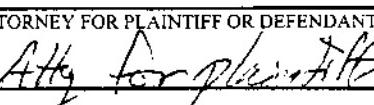
G YOU ARE COMMANDED to produce and permit inspection and copying of the following documents or objects at the place, date, and time specified below (list documents or objects):

PLACE	DATE AND TIME

G YOU ARE COMMANDED to permit inspection of the following premises at the date and time specified below.

PREMISES	DATE AND TIME

Any organization not a party to this suit that is subpoenaed for the taking of a deposition shall designate one or more officers, directors, or managing agents, or other persons who consent to testify on its behalf, and may set forth, for each person designated, the matters on which the person will testify. Federal Rules of Civil Procedure, 30(b)(6).

ISSUING OFFICER'S SIGNATURE AND TITLE (INDICATE IF ATTORNEY FOR PLAINTIFF OR DEFENDANT)	DATE
	 9/5/06
ISSUING OFFICER'S NAME, ADDRESS AND PHONE NUMBER	
Paul M. Laufman Gerhardstein & Branch	617 Vine St., Suite 1409 Cincinnati, OH 45202 513-621-9100

(See Rule 45, Federal Rules of Civil Procedure, Parts C & D on next page)

¹ If action is pending in district other than district of issuance, state district under case number.

PROOF OF SERVICE			
SERVED	DATE	PLACE	
<u>Robert J. Clark</u>	<u>7/6/06</u>	<u>The C. Hotel</u> <u>114 E. 3rd Street</u> <u>Columbus OH 43202</u>	
SERVED ON (PRINT NAME)	MANNER OF SERVICE		
	<u>Personal Service</u>		
SERVED BY (PRINT NAME)	TITLE		
<u>Paul M. Lawrence</u>	<u>Attorney for Plaintiffs</u>		
DECLARATION OF SERVER			
I declare under penalty of perjury under the laws of the United States of America that the foregoing information contained in the Proof of Service is true and correct.			
Executed on	<u>7/6/06</u>	DATE	<u>Paul M. Lawrence</u>
			SIGNATURE OF SERVER
			<u>67 W. 1st St. 1909</u>
			ADDRESS OF SERVER
			<u>Columbus OH 43202</u>

Rule 45, Federal Rules of Civil Procedure, Parts C & D:

(c) PROTECTION OF PERSONS SUBJECT TO SUBPOENAS.

(1) A party or an attorney responsible for the issuance and service of a subpoena shall take reasonable steps to avoid imposing undue burden or expense on a person subject to that subpoena. The court on behalf of which the subpoena was issued shall enforce this duty and impose upon the party or attorney in breach of this duty an appropriate sanction which may include, but is not limited to, lost earnings and reasonable attorney's fee.

(2) (A) A person commanded to produce and permit inspection and copying of designated books, papers, documents or tangible things, or inspection of premises need not appear in person at the place of production or inspection unless commanded to appear for deposition, hearing or trial.

(B) Subject to paragraph (d) (2) of this rule, a person commanded to produce and permit inspection and copying may, within 14 days after service of subpoena or before the time specified for compliance if such time is less than 14 days after service, serve upon the party or attorney designated in the subpoena written objection to inspection or copying of any or all of the designated materials or of the premises. If objection is made, the party serving the subpoena shall not be entitled to inspect and copy materials or inspect the premises except pursuant to an order of the court by which the subpoena was issued. If objection has been made, the party serving the subpoena may, upon notice to the person commanded to produce, move at any time for an order to compel the production. Such an order to compel production shall protect any person who is not a party or an officer of a party from significant expense resulting from the inspection and copying commanded.

(3) (A) On timely motion, the court by which a subpoena was issued shall quash or modify the subpoena if it

(i) fails to allow reasonable time for compliance,
(ii) requires a person who is not a party or an officer of a party to travel to a place more than 100 miles from the place where that person resides, is employed or regularly transacts business in person, except that, subject to the provisions of clause (c) (3) (B) (iii) of this rule, such a person may in order to attend

trial be commanded to travel from any such place within the state in which the trial is held, or

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(iv) subjects a person to undue burden.

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**Issued by the
UNITED STATES DISTRICT COURT**

Southern DISTRICT OF Ohio

Patricia Kammeyer, et al.

SUBPOENA IN A CIVIL CASE

V.

City of Sharonville, et al.

Case Number:¹ 1:01-cv-649

TO: John Jay
C/o Mark Vollman
230 East 9th St., Suite 4000
Cincinnati, OH 45202

G YOU ARE COMMANDED to appear in the United States District court at the place, date, and time specified below to testify in the above case.

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Potter Stewart United States Courthouse, 100 East Fifth Street, Cincinnati, OH 45202	Judge Spiegel, Room 838
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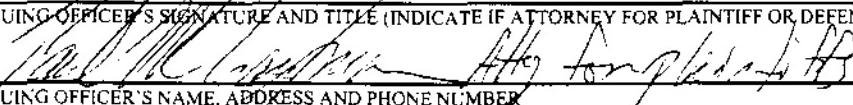
G YOU ARE COMMANDED to produce and permit inspection and copying of the following documents or objects at the place, date, and time specified below (list documents or objects):

PLACE	DATE AND TIME

G YOU ARE COMMANDED to permit inspection of the following premises at the date and time specified below.

PREMISES	DATE AND TIME

Any organization not a party to this suit that is subpoenaed for the taking of a deposition shall designate one or more officers, directors, or managing agents, or other persons who consent to testify on its behalf, and may set forth, for each person designated, the matters on which the person will testify. Federal Rules of Civil Procedure, 30(b)(6).

ISSUING OFFICER'S SIGNATURE AND TITLE (INDICATE IF ATTORNEY FOR PLAINTIFF OR DEFENDANT)	DATE
	9/5/06
ISSUING OFFICER'S NAME, ADDRESS AND PHONE NUMBER	
Paul M. Laufman Gerhardstein & Branch	617 Vine St., Suite 1409 Cincinnati, OH 45202 513-621-9100

(See Rule 45, Federal Rules of Civil Procedure, Parts C & D on next page)

¹ If action is pending in district other than district of issuance, state district under case number.

PROOF OF SERVICE			
SERVED	<u>7/6/06</u>	PLACE	<u>Hamilton County Prosecutor's Office 230 E. 7th Street, Ste 4000 Cincinnati, OH 45202</u>
SERVED ON (PRINT NAME)	<u>Heather M. Martinez</u>		
SERVED BY (PRINT NAME)	<u>Paul M. Lewman</u>		
MANNER OF SERVICE			
<u>Personal service</u>			
DECLARATION OF SERVER			
<p>I declare under penalty of perjury under the laws of the United States of America that the foregoing information contained in the Proof of Service is true and correct.</p>			
Executed on	<u>7/6/06</u>	DATE	<u>Paul M. Lewman</u>
			SIGNATURE OF SERVER
			<u>617 N. High, Ste 1409</u>
			<u>Cincinnati, OH 45202</u>

Rule 45, Federal Rules of Civil Procedure, Parts C & D:

(c) PROTECTION OF PERSONS SUBJECT TO SUBPOENAS.

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(2) (A) A person commanded to produce and permit inspection and copying of designated books, papers, documents or tangible things, or inspection of premises need not appear in person at the place of production or inspection unless commanded to appear for deposition, hearing or trial.

(B) Subject to paragraph (d) (2) of this rule, a person commanded to produce and permit inspection and copying may, within 14 days after service of subpoena or before the time specified for compliance if such time is less than 14 days after service, serve upon the party or attorney designated in the subpoena written objection to inspection or copying of any or all of the designated materials or of the premises. If objection is made, the party serving the subpoena shall not be entitled to inspect and copy materials or inspect the premises except pursuant to an order of the court by which the subpoena was issued. If objection has been made, the party serving the subpoena may, upon notice to the person commanded to produce, move at any time for an order to compel the production. Such an order to comply production shall protect any person who is not a party or an officer of a party from significant expense resulting from the inspection and copying commanded.

(3) (A) On timely motion, the court by which a subpoena was issued shall quash or modify the subpoena if it

- (i) fails to allow reasonable time for compliance,
- (ii) requires a person who is not a party or an officer of a party to travel to a place more than 100 miles from the place where that person resides, is employed or regularly transacts business in person, except that, subject to the provisions of clause (c)(3)(B)(iii) of this rule, such a person may in order to attend

trial be commanded to travel from any such place within the state in which the trial is held, or

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AO88 (Rev. 1/94) Subpoena in a Civil Case

**Issued by the
UNITED STATES DISTRICT COURT**

Southern DISTRICT OF Ohio

Patricia Kammeier, et al.

V

City of Sharonville, et al.

SUBPOENA IN A CIVIL CASE

Case Number:¹ 1:01-cv-649

TO: Terry Gaines
C/o Mark Vollman
230 East 9th St., Suite 4000
Cincinnati, OH 45202

6 YOU ARE COMMANDED to appear in the United States District court at the place, date, and time specified below to testify in the above case.

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Potter Stewart United States Courthouse, 100 East Fifth Street, Cincinnati, OH 45202	Judge Spiegel, Room 838
	DATE AND TIME
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ISSUING OFFICER'S SIGNATURE AND TITLE (INDICATE IF ATTORNEY FOR PLAINTIFF OR DEFENDANT) DATE

[ISSUING OFFICER'S NAME, ADDRESS AND PHONE NUMBER]

Paul M. Laufman 617 Vine St., Suite 1409 513-621-9100
Gerhardstein & Branch Cincinnati, OH 45202

(See Rule 45, Federal Rules of Civil Procedure, Parts C & D on next page)

¹ If action is pending in district other than district of issuance, state district under case number.

PROOF OF SERVICE

SERVED	DATE <u>9/6/06</u>	PLACE <u>Hamilton County Procurer's Office 330 E. 9th St., Ste 4000 Columbus, OH 43262</u>
SERVED ON (PRINT NAME) <u>Helen V. Martinez</u>		MANNER OF SERVICE <u>Personal service</u>
SERVED BY (PRINT NAME) <u>Paul M. Hutchinson</u>	TITLE <u>Attorney for plaintiffs</u>	

DECLARATION OF SERVER

I declare under penalty of perjury under the laws of the United States of America that the foregoing information contained in the Proof of Service is true and correct.

Executed on 9/6/06

DATE

SIGNATURE OF SERVER Paul M. HutchinsonADDRESS OF SERVER 617 W. 3rd, Ste 1424Columbus, OH 43222

Rule 45, Federal Rules of Civil Procedure, Parts C & D:

(c) PROTECTION OF PERSONS SUBJECT TO SUBPOENAS.

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(3) (A) On timely motion, the court by which a subpoena was issued shall quash or modify the subpoena if it

- (i) fails to allow reasonable time for compliance,
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AO88 (Rev. 1/94) Subpoena in a Civil Case

Issued by the
UNITED STATES DISTRICT COURT

Southern DISTRICT OF Ohio

Patricia Kammeier, et al.

V

City of Sharonsville, et al.

SUBPOENA IN A CIVIL CASE

Case Number:¹ 1:01-cv-649

TO: Richard Gibson
C/o Mark Vollman
230 East 9th St., Suite 4000
Cincinnati, OH 45202

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ISSUING OFFICER'S NAME, ADDRESS AND PHONE NUMBER

Paul M. Laufman 617 Vine St., Suite 1409 513-621-9100
Gerhardstein & Branch Cincinnati, OH 45202

(See Rule 45, Federal Rules of Civil Procedure, Parts C & D on next page)

¹ If action is pending in district other than district of issuance, state district under case number.

PROOF OF SERVICE			
SERVED	DATE	PLACE	MANNER OF SERVICE
<u>Helen V. Martinez</u>	<u>9/6/06</u>	<u>Hamilton County Prosecutor's Office 330 E 7th St Ste 900 Cincinnati, OH 45202</u>	<u>Personal service</u>
SERVED ON (PRINT NAME)	TITLE		
<u>Paul M. Lawrence</u>	<u>Attorney for Plaintiff</u>		
DECLARATION OF SERVER			
<p>I declare under penalty of perjury under the laws of the United States of America that the foregoing information contained in the Proof of Service is true and correct.</p>			
Executed on	<u>9/6/06</u>	DATE	<u>Paul M. Lawrence</u>
			SIGNATURE OF SERVER
			<u>617 W. 4th St. 1409</u>
			<u>Cincinnati, OH 45202</u>

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(B) If a subpoena

(i) requires disclosure of a trade secret or other confidential research, development, or commercial information, or

(ii) requires disclosure of an unretained expert's opinion or information not describing specific events or occurrences in dispute and resulting from the expert's study made not at the request of any party, or

(iii) requires a person who is not a party or an officer of a party to incur substantial expense to travel more than 100 miles to attend trial, the court may, to protect a person subject to or affected by the subpoena, quash or modify the subpoena, or, if the party in whom behalf the subpoena is issued shows a substantial need for the testimony or material that cannot be otherwise met without undue hardship and assures that the person to whom the subpoena is addressed will be reasonably compensated, the court may order appearance or production only upon specified conditions.

(d) DUTIES IN RESPONDING TO SUBPOENA.

(1) A person responding to a subpoena to produce documents shall produce them as they are kept in the usual course of business or shall organize and label them to correspond with the categories in the demand.

(2) When information subject to a subpoena is withheld on a claim that it is privileged or subject to protection as trial preparation materials, the claim shall be made expressly and shall be supported by a description of the nature of the documents, communications, or things not produced that is sufficient to enable the demanding party to contest the claim.

AO88 (Rev. 1/94) Subpoena in a Civil Case

**Issued by the
UNITED STATES DISTRICT COURT**

Southern DISTRICT OF Ohio

Patricia Kammeyer, et al.

SUBPOENA IN A CIVIL CASE

V.

City of Sharonville, et al.

Case Number:¹ 1:01-cv-649

TO: Simon Leis, Jr.
Hamilton County Sheriff
1000 Main St., Room 110
Cincinnati, OH 45202

G YOU ARE COMMANDED to appear in the United States District court at the place, date, and time specified below to testify in the above case.

PLACE OF TESTIMONY

Potter Stewart United States Courthouse, 100 East Fifth Street, Cincinnati, OH 45202

COURTROOM

Judge Spiegel, Room 838

DATE AND TIME

Tues., Sept. 12, 2006 at 9:00 a.m.

G YOU ARE COMMANDED to appear at the place, date, and time specified below to testify at the taking of a deposition in the above case.

PLACE OF DEPOSITION**DATE AND TIME**

G YOU ARE COMMANDED to produce and permit inspection and copying of the following documents or objects at the place, date, and time specified below (list documents or objects):

PLACE**DATE AND TIME**

G YOU ARE COMMANDED to permit inspection of the following premises at the date and time specified below.

PREMISES**DATE AND TIME**

Any organization not a party to this suit that is subpoenaed for the taking of a deposition shall designate one or more officers, directors, or managing agents, or other persons who consent to testify on its behalf, and may set forth, for each person designated, the matters on which the person will testify. Federal Rules of Civil Procedure, 30(b)(6).

ISSUING OFFICER'S SIGNATURE AND TITLE (INDICATE IF ATTORNEY FOR PLAINTIFF OR DEFENDANT)**DATE****ISSUING OFFICER'S NAME, ADDRESS AND PHONE NUMBER**Paul M. Laufman
Gerhardstein & Branch617 Vine St., Suite 1409 513-621-9100
Cincinnati, OH 45202

(See Rule 45, Federal Rules of Civil Procedure, Parts C & D on next page)

¹ If action is pending in district other than district of issuance, state district under case number.

PROOF OF SERVICE

DATE 7/6/06

PLACE

Hamilton County Sheriff's Office
100 E. 2nd Street, Suite 100
Cincinnati, OH 45202

SERVED

Gullbright

SERVED ON (PRINT NAME)

MANNER OF SERVICE

Personal service

SERVED BY (PRINT NAME)

TITLE

Paul M. Gullbright

Attorney for Plaintiffs

DECLARATION OF SERVER

I declare under penalty of perjury under the laws of the United States of America that the foregoing information contained in the Proof of Service is true and correct.

Executed on

3/6/06

DATE

SIGNATURE OF SERVER

Paul M. Gullbright

ADDRESS OF SERVER

617 Vine Street, 1007

Cincinnati, OH 45202

Rule 45, Federal Rules of Civil Procedure, Parts C & D:

(c) PROTECTION OF PERSONS SUBJECT TO SUBPOENAS.

(1) A party or an attorney responsible for the issuance and service of a subpoena shall take reasonable steps to avoid imposing undue burden or expense on a person subject to that subpoena. The court on behalf of which the subpoena was issued shall enforce this duty and impose upon the party or attorney in breach of this duty an appropriate sanction which may include, but is not limited to, lost earnings and reasonable attorney's fee.

(2) (A) A person commanded to produce and permit inspection and copying of designated books, papers, documents or tangible things, or inspection of premises need not appear in person at the place of production or inspection unless commanded to appear for deposition, hearing or trial.

(B) Subject to paragraph (d) (2) of this rule, a person commanded to produce and permit inspection and copying may, within 14 days after service of subpoena or before the time specified for compliance if such time is less than 14 days after service, serve upon the party or attorney designated in the subpoena written objection to inspection or copying of any or all of the designated materials or of the premises. If objection is made, the party serving the subpoena shall not be entitled to inspect and copy materials or inspect the premises except pursuant to an order of the court by which the subpoena was issued. If objection has been made, the party serving the subpoena may, upon notice to the person commanded to produce, move at any time for an order to compel the production. Such an order to comply production shall protect any person who is not a party or an officer of a party from significant expense resulting from the inspection and copying commanded.

(3) (A) On timely motion, the court by which a subpoena was issued shall quash or modify the subpoena if it

(i) fails to allow reasonable time for compliance,
(ii) requires a person who is not a party or an officer of a party to travel to a place more than 100 miles from the place where that person resides, is employed or regularly transacts business in person, except that, subject to the provisions of clause (c) (3) (B) (iii) of this rule, such a person may in order to attend

trial be commanded to travel from any such place within the state in which the trial is held, or

(iii) requires disclosure of privileged or other protected matter and no exception or waiver applies, or
(iv) subjects a person to undue burden.

(B) If a subpoena

(i) requires disclosure of a trade secret or other confidential research, development, or commercial information, or

(ii) requires disclosure of an unretained expert's opinion or information not describing specific events or occurrences in dispute and resulting from the expert's study made not at the request of any party, or

(iii) requires a person who is not a party or an officer of a party to incur substantial expense to travel more than 100 miles to attend trial, the court may, to protect a person subject to or affected by the subpoena, quash or modify the subpoena, or, if the party in whose behalf the subpoena is issued shows a substantial need for the testimony or material that cannot be otherwise met without undue hardship and assures that the person to whom the subpoena is addressed will be reasonably compensated, the court may order appearance or production only upon specified conditions.

(d) DUTIES IN RESPONDING TO SUBPOENA.

(1) A person responding to a subpoena to produce documents shall produce them as they are kept in the usual course of business or shall organize and label them to correspond with the categories in the demand.

(2) When information subject to a subpoena is withheld on a claim that it is privileged or subject to protection as trial preparation materials, the claim shall be made expressly and shall be supported by a description of the nature of the documents, communications, or things not produced that is sufficient to enable the demanding party to contest the claim.